



# Department of Defense DIRECTIVE

NUMBER 1332.35

December 9, 1993

ASD(P&R)

SUBJECT: Transition Assistance For Military Personnel

- References:
- (a) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Policy Changes For Transition Assistance Initiatives," June 7, 1991 (hereby canceled)
  - (b) Public Law 101-510, "National Defense Authorization Act for Fiscal Year 1991," November 5, 1990, as amended
  - (c) Public Law 102-190, "National Defense Authorization Act for Fiscal Year 1992," December 5, 1991, as amended
  - (d) Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992
  - (e) [DoD Directive 1332.30](#), "Separation of Regular Commissioned Officers," February 12, 1986
  - (f) [DoD Directive 1332.14](#), "Enlisted Administrative Separations," January 28, 1982

## 1. PURPOSE

This Directive:

1.1. Supersedes reference (a), establishes policy, and assigns responsibilities for transition assistance programs for active duty military personnel and their families.

1.2. Implements transition assistance programs for DoD military personnel and their families as outlined in references (b), (c), and (d).

## 2. APPLICABILITY AND SCOPE

This Directive applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. All active duty Service members and their families.

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

### 4. POLICY

It is DoD policy that:

4.1. Transition assistance programs prepare separating Service members and their families with the skills, tools, and self-confidence necessary to ensure successful reentry into the Nation's civilian work force.

4.2. Transition assistance programs be designed to complete the military personnel "life cycle." This cycle begins with the Service member's recruitment from the civilian sector, continues with training and sustainment throughout a Service member's active service in the Armed Forces, and ends when the Service member returns to the civilian sector.

4.3. Transition assistance programs include:

4.3.1. Transition services (as defined in item E1.1.4. of enclosure 1) to be provided to Service members and their families for up to 90 days after separation, space and work load permitting.

4.3.2. Separation entitlements (as defined in item E1.1.2. of enclosure 1) for Service members who are involuntarily separating (as defined in item E1.1.1. of enclosure 1) or separating under the Voluntary Separation Incentive or Special Separation Benefit Programs (as defined in item E1.1.3. of enclosure 1).

4.4. Service members from one Service shall not be restricted from participating in another Service's transition assistance programs unless work load or other unusual

circumstances dictate. Every effort will be made to accommodate all eligible personnel, especially if referral to another transition site will require the Service member to travel a long distance and incur significant expense.

4.5. When being discharged, released from active duty, or retiring (hereafter referred to as "separating Service members"), Service members and their families bear primary responsibility for their successful transition into the civilian sector.

4.6. Spouses shall be encouraged to participate in transition planning and counseling to the maximum extent possible.

4.7. Enhanced transition assistance programs shall be established for eligible Service members and their families who are overseas to help alleviate the special difficulties overseas personnel encounter when job and house hunting.

4.8. Installations in the United States shall give priority transition assistance to eligible personnel who recently returned from overseas.

## **5. RESPONSIBILITIES**

5.1. The Assistant Secretary of Defense for Personnel and Readiness shall:

5.1.1. Issue guidance on transition assistance programs for Service members and their families, as necessary.

5.1.2. Coordinate, as necessary, within the Department of Defense to ensure the availability of high quality, equitable, and cost-effective transition programs among the Military Services.

5.1.3. Coordinate with and seek the assistance of the Departments of Labor and Veterans Affairs, and other Federal Agencies to facilitate delivery of high quality transition assistance programs to separating Service members.

5.1.4. Evaluate the level of resources needed to deliver quality transition programs and facilitate efforts to obtain these resources.

5.1.5. Monitor and evaluate the overall effectiveness of transition assistance programs.

5.1.6. Coordinate with theater commanders, through the Chairman of the

Joint Chiefs of Staff, on transition assistance programs (job fairs and training conferences, for example) impacting overseas Unified Combatant Commands.

5.1.7. Establish the Department of Defense Service Member Transition Assistance Coordinating Committee, consisting of representatives from the Military Services and Assistant Secretary of Defense for Personnel and Readiness (ASD(P&R)). The purpose of this committee is to provide DoD-level direction and coordination for transition assistance programs.

5.1.8. Collect data to determine systematically the degree to which transition assistance programs satisfy the needs of separating Service members and their families.

5.1.9. Review, modify, and reissue policy guidance, as required.

5.2. The Assistant Secretary of Defense for Reserve Affairs shall establish and publish guidance on transition assistance programs for Reserve personnel and their families.

5.3. The Assistant Secretary of Defense for Health Affairs shall establish guidance on transitional medical and dental care, including health insurance and preexisting conditions coverage, for separating Service members and their families.

5.4. The Secretaries of the Military Departments shall ensure compliance with the transition criteria in Pub. L. Nos. 101-510 (1990), 102-190 (1991), and 102-484 (1992) (references (b), (c), and (d)), as amended, and the following provisions:

5.4.1. Preseparation counseling shall be available no later than 90 days before separation to all separating Service members.

5.4.2. High quality transition counseling and employment assistance programs are established on military installations with more than 500 Service members permanently assigned or serving at that installation.

5.4.3. The participation of separating Service members in transition assistance programs shall be coordinated with mission requirements.

5.4.4. Transition assistance programs are allocated the resources necessary to deliver quality transition assistance programs.

5.4.5. The Military Services are represented on the Department of Defense Service Member Transition Assistance Coordinating Committee. Each of the Military

Services may invite an installation-level transition manager to participate.

5.4.6. Quarterly reports on the status of transition programs are submitted to the ASD(P&R) beginning the second quarter after this Directive is published, and continuing each quarter until cancellation of this Directive.

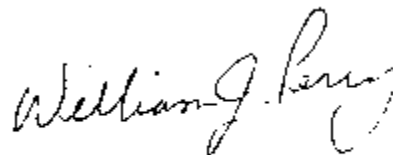
5.4.7. The Inspector General of each Military Service shall review and report compliance with paragraphs 5.4.1. through 5.4.6., above, to the Service Secretary, on an annual basis, due no later than January 31 of the next calendar year.

## 6. INFORMATION REQUIREMENTS

The quarterly reporting requirements in paragraph 5.4.6., above, has been assigned Report Control Symbol DD-P&R(Q)1927.

## 7. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. The Military Departments shall forward two copies of implementing documents to the Assistant Secretary of Defense for Personnel and Readiness within 120 days.



William J. Perry  
Deputy Secretary of Defense

Enclosures - 1

E1. Definitions

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. Involuntary Separation. A member of the Military Service shall be considered to be involuntarily separated if he or she was on active duty or full-time National Guard duty on September 30, 1990 and:

E1.1.1.1. In the case of a Regular officer (other than retired officer), he or she was involuntarily discharged under other than adverse conditions, as characterized by the Secretary of the separating Service member's Military Department. Discharge under adverse conditions is determined by referring to the reason for separation as well as the officer's service, as outlined in DoD Directive 1332.30 (reference (e)).

E1.1.1.2. In the case of a Reserve officer who is on the active duty list or, if not on the active duty list, is on full-time active duty (or in the case of a member of the National Guard, full-time National Guard duty) for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components, he or she is involuntarily discharged or released from active duty or full-time National Guard duty (other than a release from active duty or full-time National Guard duty incident to a transfer to retired status) under other than adverse conditions as characterized by the Secretary of the separating Service member's Military Department. Discharge under adverse conditions is determined by referring to the reason for separation as well as the officer's service, as outlined in reference (e).

E1.1.1.3. In the case of a Regular enlisted member serving on active duty, he or she is denied reenlistment or involuntarily discharged under other than adverse conditions, as characterized by the Secretary of the separating Service member's Military Department. Discharge under adverse conditions is determined by referring to the reason for separation as well as the enlisted member's service, as outlined in DoD Directive 1332.14 (reference (f)).

E1.1.1.4. In the case of a Reserve enlisted member who is on full-time active duty (or in the case of a member of the National Guard, full-time National Guard duty) for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components, he or she is denied reenlistment or is involuntarily discharged or released from active duty (or full-time National Guard duty) under other than adverse conditions as characterized by the Secretary of the separating Service member's Military Department. Discharge under adverse conditions is determined by referring

to the reason for separation as well as the enlisted member's service, as outlined in reference (f).

E1.1.2. Separation Entitlements. Benefits provided to Service members being involuntarily separated on or before September 30, 1995 as defined in item E1.1.1., above, and their families. Benefits provided to Service members being separated under the Special Separation Benefit or Voluntary Separation Incentive on or before September 30, 1995, as defined in item E1.1.3., below, and their families. These benefits include: training opportunities under the Job Training Partnership Act, as described in Section 4465 of Pub. L. No. 102-484 (1992) (reference (d)); priority affiliation with the National Guard and Reserve, as described in Section 502(a)(1) of Pub. L. No. 101-510 (1990) (reference (b)), as amended; enrollment in the All-Volunteer Force Educational Assistance Program ("Montgomery G.I. Bill"), as described in Section 4404 of reference (d); extended medical and dental care, as described in Section 502(a)(1) of reference (b), as amended, and Sections 4407 and 4408 of reference (d); continued use of military family housing as described in Section 502(a)(1) of reference (b), as amended (subject to Status of Forces Agreements overseas); extended exchange and commissary privileges as detailed in Section 502(a)(1) of reference (b), as amended (subject to Status of Forces Agreements overseas); travel and transportation allowances, as detailed in Section 503 of reference (b), as amended; continuation of enrollment in Department of Defense Dependents Schools as detailed in Section 504 of reference (b), as amended (subject to Status of Forces Agreements overseas).

E1.1.3. Special Separation Benefit and Voluntary Separation Incentive. Voluntary separation programs established in Section 661 and Section 662 of Pub. L. No. 102-190 (1991) (reference (c)), as amended. Service members separated under these programs are eligible for both transition services and separation entitlements outlined in definitions E1.1.2. and E1.1.4. of this enclosure.

E1.1.4. Transition Services. Preseparation counseling, individual transition planning, employment assistance, excess leave and permissive temporary duty, and relocation assistance for personnel overseas, as described in Section 502(a)(1) of reference (b), as amended.